

## INDEX

	<u>Page</u>
Access to Public Proceedings .....	11-1
Indiana Open Door Law .....	11-1
Minutes .....	11-2
Public Notice .....	11-1
Access to Public Records .....	11-2
Access to Electronic Data Storage Systems .....	11-3
Definition of Public Record .....	11-2
Enhanced Access .....	11-3
Fees .....	11-6
Public Policy .....	11-2
Records Which May Be Excepted From Disclosure .....	11-4
Request for Access to Public Records .....	11-2
Accountable Items, Deposit of .....	9-6
Accounts Uncollectible .....	9-4
Acknowledgments .....	3-2, 6-3
Additions and Subdivisions to Cities and Towns .....	8-13
Advance Payments .....	9-3, 13-1, 16-10
Affidavits Affecting Real Estate .....	8-11
Alcohol Purchases .....	9-3
Ambulance Liens .....	8-27
Amounts Due, Collection of .....	9-4
Appointment of Deputies .....	1-2
Approval of Plan Commission .....	8-14
Armed Forces, Members of - Services and Discharge Papers .....	8-25
Articles of Incorporation .....	8-20
Asset Ownership .....	9-3
Attorney, Powers of .....	8-33
Audit Costs .....	9-3
Authority for Investments .....	14-6
Authorized Investments .....	14-6
Investment Losses .....	14-9
Maturity Limitation .....	14-9
Money Market Mutual Funds .....	14-8
Other Authorized Investments .....	14-9
Other Securities .....	14-6
Prohibited Acts .....	14-9
Repurchase Agreement .....	14-7
Safekeeping Receipts .....	14-9
United States Government Securities .....	14-6
Bad Debts .....	9-4
Bank Accounts, Separate .....	9-11
Bankruptcy Proceedings .....	8-17
Board of Finance, Annual Meeting .....	14-13
Bonds of Deputies .....	1-2
Bonuses, Purchasing .....	9-10, 13-3, 16-10
Break-Ins, Burglaries or Other Crimes .....	9-4
Budget Estimate .....	2-1

	<u>Page</u>
Capital Assets .....	9-4, 15-22
Cash Disbursements .....	9-4
Cash Receipts .....	3-1
Cemetery Plats and Deeds .....	8-14
Certificates of Deposit .....	14-4
Change Fund .....	7-3
Claims and Expenses .....	2-2
Coal Miner's Liens .....	8-16
Collection of Amounts Due .....	9-4
Commission on Public Records .....	8-26
Microfilming - Destruction of Old Records .....	8-26
Commuting Mileage .....	9-4
Compensation and Benefits .....	13-1
Advance Payments .....	9-3, 13-1
Compensation .....	9-5, 13-1
Employee Benefits .....	13-1
Employee Benefits - Non-Employee .....	13-1
Leave and Overtime Policy .....	9-8, 13-1
Payments in Advance .....	13-1
Public Employee Deferred Compensation Plans .....	13-2
Public Employee's Retirement Fund (PERF) .....	13-2
Record of Hours Worked .....	13-1
Severance Pay .....	9-11, 13-4
Suspensions With Pay .....	9-11, 13-3
Travel Policies .....	9-12, 13-3
Unemployment Compensation .....	13-2
Computer Hardware and Software - Lease With Option to Purchase .....	17-3
Computer Output .....	9-5
Computer Systems .....	10-1
Condition of Records .....	9-5
Condominiums .....	8-30
Conferences Called by State Board of Accounts .....	3-2
Conflict of Interest .....	12-1
Consultants - Statutory Conflict of Interest .....	12-3
Defense .....	12-2
Dependent, Definition of .....	12-2
Disclosure Requirements .....	12-2
Form .....	12-2
Pecuniary Interest, Definition of .....	12-1
Contract Purchase - Deduction From Assessed Value .....	8-12
Contracts .....	9-5
Copies of Records or Instruments .....	3-1, 6-3, 8-25
County Public Records Commission .....	11-7
Correction of Errors .....	9-5
Costs, Excessive or Unreasonable .....	9-6
Credit Cards .....	9-5
Decree of Final Distribution in Estates .....	8-14
Deeds and Mortgages .....	8-7
Lapse of Time Release .....	8-10
Release of Lien on Foreclosure .....	8-9
Release or Satisfaction of Liens .....	8-8

	<u>Page</u>
Deposit and Investment of Funds .....	14-1
Certificates of Deposit .....	14-4
Deposits in Transaction Accounts .....	14-4
Designation of Depositories .....	14-1
Electronic Funds Transfers .....	14-6
Highest Rate of Interest .....	14-5
Investment Cash Management .....	14-12
Manner of Investing Funds .....	14-11
Number of Financial Institutions Required to Receive Funds .....	14-4
Procedure for Posting Records at the Time Investments are Purchased or Sold .....	14-11
Procedures for Purchasing Investments .....	14-11
Public Deposit Insurance Fund .....	14-10
Service Charges .....	14-10
Deposit of Accountable Items .....	9-6
Deposit of Receipts .....	7-2
Depositing Receipts .....	14-5
Depository Designation by State Board of Finance .....	14-1
Deputies, Appointment of .....	1-2
Deputies, Bonds of .....	1-2
Deputies, Oath of .....	1-2
Designation of Depositories .....	14-1
Depository Designation by State Board of Finance .....	14-1
Financial Institutions With Which the Political Subdivision May Deposit Funds .....	14-2
Revocation of Depository Commission by Local Board of Finance .....	14-3
Designation of Depository - Deposit of Funds .....	8-25
Disbursements .....	7-2
Document, Quality .....	8-6
Donations .....	9-6
 Easements .....	8-28
Electronic Funds Transfers .....	14-6
Employee's Service Record .....	2-2
Entry Book .....	6-1, 8-2
Fees .....	8-3
Indexes .....	8-3
Miniature Photographic or Microfilm Recording Process .....	8-3
Photographic or Photostatic Recording Process .....	8-3
Printed Record Sheets .....	8-3
Printed Records .....	8-2
Records in General - Recording of Instruments .....	8-2
Errors, Correction of .....	9-5
Essential Requirements of Instruments .....	8-4
Acknowledgments .....	8-4
Document Quality .....	8-6
Federal Documentary Stamp Tax .....	8-7
Legibility of Names .....	8-5
Name of Person Preparing Instrument .....	8-6
Notarized Documents .....	8-7
Excessive or Unreasonable Costs .....	9-6
Expenditures by Holding Corporations .....	9-6
Expense Reimbursement Itemization .....	9-6
Expenses, Personal .....	9-9, 13-3

	<u>Page</u>
Farm Names.....	8-18
Federal Documentary Stamp Tax .....	8-7
Federal Excise Taxes.....	9-2
Federal Income Taxes.....	9-2
Federal Liens on Real Property.....	8-17
Fee Schedule, Uniform Commercial Code.....	4-3
Fees Collected .....	9-7
Fees Collected, Report of.....	7-2
Fees, Receipt of .....	7-1
Fees, Schedule of .....	4-3
Financial Records - Accounting for Fees .....	7-1
Change Fund .....	7-3
Deposit of Receipts.....	7-2
Disbursements .....	7-2
Fee and Cash Book .....	7-2
Footing and Balancing Fee and Cash Book .....	7-2
Footing and Balancing UCC Journal of Cash Receipts .....	7-2
Receipt of Fees.....	7-1
Refund of Overpayment.....	7-3
Report of Fees Collected .....	7-2
Financial Report Opinion Modifications.....	9-7
Firm Names and Partnership .....	8-18
Forms and Official Records.....	5-1
Fundraisers .....	9-7
Fund Sources and Uses.....	9-7
 Gross Income Tax on Real Property Sales .....	8-12
 Holding Corporations, Expenditures by.....	9-6
Hospital Liens.....	8-27
 Indebtedness.....	9-7
Indiana Open Door Law .....	11-1
Instrument, Receipt of .....	6-1
Instruments or Records, Copies of.....	8-25
Interest on Investments .....	9-7, 14-10
Internal Controls .....	9-7
Investing Funds, Manner of.....	14-11
Investment Cash Management .....	14-12
Investment of Funds.....	14-6
Authority for Investments .....	14-6
Authorized Investments .....	14-6
Investment Report .....	14-13
Board of Finance Annual Meeting .....	14-13
Investment Report, Review of.....	14-13
Investments, Interest on .....	9-7, 14-10
Investments Not Authorized by Statute .....	9-8
Issuance of Receipt.....	9-10

	<u>Page</u>
Joint Leasing .....	17-4
Lapse of Time Release .....	8-10
Lease With No Option to Purchase .....	17-1
Lease With Option to Purchase .....	17-1
Appropriation .....	17-3
Lease Renewal .....	17-1
Lessor Must Hold Fee Simple .....	17-2
Notice and Hearing .....	17-3
Option to Purchase .....	17-2
Plans and Specifications .....	17-2
Sale of Land/Structure to Lessor .....	17-2
Tax Exemption .....	17-3
Taxpayer Objections .....	17-3
Leases .....	17-1
Computer Hardware and Software - Lease With Option to Purchase .....	17-3
Joint Leasing .....	17-4
Lease With No Option to Purchase .....	17-1
Lease With Option to Purchase .....	17-1
Leave and Overtime Policy .....	9-8
Legal Guide .....	8-1
Ambulance Liens .....	8-27
Articles of Incorporation .....	8-20
Bankruptcy Proceedings .....	8-17
Condominiums .....	8-30
Copies of Records or Instruments .....	8-25
Designation of Depository - Deposit of Funds .....	8-25
Easements .....	8-28
Entry Book .....	8-2
Essential Requirements of Instruments .....	8-4
Farm Names .....	8-18
Federal Liens on Real Property .....	8-17
Hospital Liens .....	8-27
Members of Armed Forces - Services and Discharge Papers .....	8-25
Official Bonds .....	8-20
Partnership and Firm Names .....	8-18
Plats of Survey .....	8-29
Powers of Attorney .....	8-33
Sewer Liens .....	8-28
Trustees of Religious and Fraternal Organizations .....	8-20
Underground Facilities .....	8-29
Legal Holidays Defined .....	1-2
Legibility of Names .....	8-5
Lien, Release of on Foreclosure .....	8-9
Liens, Release or Satisfaction of .....	8-8
Liens, Search of Records for .....	3-1
Lucrative Office .....	1-2, 9-8, 12-4

	<u>Page</u>
Malfeasance, Misfeasance or Nonfeasance .....	9-8
Manner of Investing Funds .....	14-11
Mechanics' Lien on Real Estate .....	8-15
Coal Miner's Liens .....	8-16
Notice by Owner to Commence Suit - Release of Lien .....	8-15
Other Liens Handled the Same .....	8-16
Strip Miner's Liens .....	8-16
Member - County Commission of Public Records .....	3-2
Members of Armed Forces - Services and Discharge Papers .....	8-25
Mileage and Expense Allowances .....	2-1
Mileage, Commuting .....	9-4, 13-3
 Notarized Documents .....	 8-7
Oath of Deputies .....	1-2
Oath of Office .....	1-1
Office Created .....	1-1
Office Hours .....	1-2
Office Salaries and Expenses .....	2-1
Budget Estimate .....	2-1
Claims and Expenses .....	2-2
Employee's Service Record .....	2-2
Mileage and Expense Allowances .....	2-1
Purchases .....	2-1
Salary of Recorder, Deputies and Assistants .....	2-1
Official Bonds .....	1-1, 8-20
Official Records and Forms .....	5-1
Electronic Storage .....	5-2
Official Seal .....	1-3
Oil and Gas Leases .....	8-26
Ordinances and Resolutions .....	9-8
Organization of Office .....	1-1
Bonds of Deputies .....	1-2
Deputies, Appointment of .....	1-2
Deputies, Oath of .....	1-2
Legal Holidays Defined .....	1-2
Lucrative Office .....	1-2
Oath of Office .....	1-1
Office Created .....	1-1
Office Hours .....	1-2
Official Bond .....	1-1
Official Seal .....	1-3
Qualifications .....	1-1
Term of Office .....	1-1
Vacancy in Office .....	1-3

	<u>Page</u>
Overdrawn Cash .....	9-8
Overdrawn Funds.....	9-8
Overpayment Collections .....	9-9, 16-10
 Partnership and Firm Names .....	8-18
Payments in Advance.....	9-3
Penalties, Interest and Other Charges .....	9-9
Personal Expenses .....	9-9, 13-3
Personal Property, Disposal of.....	18-1
Leaseback Provision or Option to Repurchase .....	18-4
Lease of Real Property .....	18-5
Sale or Transfer of Real Property .....	18-1
Sale or Transfer of Surplus Personal Property .....	18-6
Special Provisions .....	18-3
Personal Property Use .....	9-9, 13-3
Plats of Additions and Subdivisions .....	8-13
Additions and Subdivisions to Cities and Towns .....	8-13
Approval of Plan Commission.....	8-14
Subdivisions Outside Cities and Towns.....	8-13
Transfers and Entries for Taxation .....	8-14
Plats of Survey .....	8-29
Political Expenditures.....	9-9
Powers of Attorney .....	8-33
Pre-Signing Documents .....	9-10
Prescribed Forms .....	9-1
Exact Replica.....	9-1
Use of Prescribed Forms .....	9-1, 9-9
Preservation and Destruction of Public Records.....	11-6
County Public Records Commission .....	11-7
Order to Destroy Public Records .....	11-9
Penalty .....	11-9
Public Records Go With the Office .....	11-10
Removal of Records - Time Restrictions .....	11-8
Retained Permanently .....	11-9
Transaction Recording.....	11-10
Timely Recordkeeping .....	11-10
Private Property.....	9-10
Public Deposit Insurance Fund .....	14-10
Public Proceedings and Public Records .....	11-1
Access to Public Proceedings .....	11-1
Access to Public Records .....	11-2
Preservation and Destruction of Public Records .....	11-6
Public Purchases, Purchase of Land or Structures and Inventory of Fixed Assets .....	15-1
Capital Assets .....	15-22
Competitive Bidding .....	15-1
Contract Provisions.....	15-17
General Provisions .....	15-1
Other Administrative Requirements .....	15-19

	<u>Page</u>
Public Purchases, Purchase of Land or Structures and Inventory of Fixed Assets (Continued)	
Petroleum Products .....	15-12
Proposals, Request for .....	15-4
Purchase of Rehabilitation Center Products .....	15-10
Purchases From Qualified Nonprofit Agencies for Persons With Severe Disabilities .....	15-10
Purchases From the Department of Correction .....	15-10
Purchasing Preferences .....	15-15
Qualifications and Duties of Offerors .....	15-13
Small Business Set-Aside Purchases .....	15-11
Small Purchases .....	15-6
Special Purchasing Methods .....	15-7
Public Records Commission, County .....	11-5
Public Records Retention .....	9-10
Public Works Law .....	16-1
Advance Payments .....	16-10
Architects, Engineers, or Land Surveyor, Procedure for Hiring .....	16-9
Discrimination by Contractors and Subcontractors Prohibited .....	16-10
Division of Public Work Projects .....	16-8
Emergency Contracts .....	16-9
General Provisions .....	16-1
Overpayment Collections .....	16-10
Prevailing Wage/Common Construction Wage .....	16-9
Public Work Costing Less Than \$25,000 .....	16-7
Public Work Projects Costing More Than \$100,000 - Additional Procedures .....	16-4
Public Work Projects for Which Advertising and Bidding is Required .....	16-1
Public Work Projects in Certain Counties, Cities and Towns .....	16-6
Public-Private Agreements .....	16-10
Purchasing Bonuses .....	16-10
United States Steel Products, Use of .....	16-9
Use of Own Work Force .....	16-8
Purchases .....	2-1
Purchasing Investments, Procedures for .....	14-11
Qualifications .....	1-1
Quiet Title Record .....	8-14
Real Estate, Affidavits Affecting .....	8-11
Real or Personal Property, Disposal of .....	18-1
Lease of Real Property .....	18-5
Leaseback Provision or Option to Repurchase .....	18-4
Public-Private Agreement .....	18-4
Sale and Rental Proceeds .....	18-3, 18-6
Sale or Transfer of All Other Real Property .....	18-2
Sale or Transfer of Surplus Personal Property .....	18-6
Sale or Transfer of Real Property .....	18-1
Special Provisions Regarding Certain Sales or Transfers of Real Property .....	18-3
Transfer or Sale of Real Property Originally Given to the Political Division .....	18-4

	<u>Page</u>
Real Property Sales, Gross Income Tax on .....	8-12
Receipt Issuance .....	9-10
Receipt of Fees .....	7-1
Receipt of Instrument .....	6-1
Receipts, Deposit of .....	7-2
Recorder's Fees .....	4-1
Schedule of Fees .....	4-3
Services for Which No Fees are Collectible .....	4-3
Taxing Unlawful Fees .....	4-4
Uniform Commercial Code Fee Schedule .....	4-3
Recording Instruments .....	3-1
Recording of Instruments .....	6-2
Errors in Recording .....	6-2
Methods of Recording .....	6-2
Records .....	6-2
Use of Jet-Black Ink .....	6-2
Records or Instruments, Copies of .....	3-1, 6-3, 8-25
Records, Condition of .....	9-5
Release of Lien on Foreclosure .....	8-9
Release or Satisfaction of Liens .....	8-8
Removal of Records - Time Restriction .....	11-8
Repayments and Refunds .....	9-10
Repayments and Transfers .....	9-10
Report of Fees Collected .....	7-2
Repurchase Agreements .....	14-7
Resolutions and Ordinances .....	9-8
Rights-of-Way, State, County, or Municipal Highway .....	8-11
Salary of Recorder, Deputies and Assistants .....	2-1
Sale and Rental Proceeds .....	9-10
Sale or Transfer of Surplus Personal Property .....	18-6
Advertised Sale/Bids Required .....	18-7
Advertising Not Required .....	18-7
Recyclable Material .....	18-7
Sale and Rental Proceeds .....	18-3, 18-6
Sales Controls - Vending, Concessions or Other .....	9-12
Sales Tax .....	9-2, 9-11
Schedule of Fees .....	4-3
Search of Records for Liens .....	3-1
Security Interest - When Collateral is Grain and Farm Implements .....	8-12
Service Charges .....	14-10
Services For Which No Fees Are Collectible .....	4-3
Certified Copies to Veterans, Widows or Dependents .....	4-3
Official Bonds .....	4-3
Old Age Assistance Certificates .....	4-4
Other Free Recordings .....	4-4
Severance Pay .....	9-11, 13-4
Sewer Liens .....	8-28
Signature Stamps .....	9-11
Special Sessions - Board of County Commissioners .....	3-2

	<u>Page</u>
State and Federal Taxes .....	9-2
Federal and State Agencies - Compliance Requirements .....	9-2
Federal and State Regulations .....	9-3
Federal Excise Taxes .....	9-2
Federal Income Taxes .....	9-2
Penalties, Interest, and Other Charges .....	9-3
Sales Tax .....	9-2
Tax Refunds .....	9-2
State, County, or Municipal Highway Rights-of-Way .....	8-11
Strip Miner's Liens .....	8-16
Subdivisions Outside Cities and Towns .....	8-13
Suspensions With Pay .....	9-11, 13-3
 Taxation, Transfers and Entries for .....	8-14
Taxing Unlawful Fees .....	4-4
Term of Office .....	1-1
Transfers and Entries for Taxation .....	8-14
Travel Policies .....	9-12, 13-3
Trustees of Religious and Fraternal Organizations .....	8-20
 Uncollectible Accounts .....	9-4
Underground Facilities .....	8-29
Uniform Commercial Code .....	3-2
Uniform Commercial Code Fee Schedule .....	4-3
Use of Records - Procedure .....	6-1
Entry Book .....	6-1
Fee and Cash Book .....	6-1
Instrument Number .....	6-1
Notation on Instrument .....	6-2
Receipt of Instrument .....	6-1
Recording and Indexing Instrument .....	6-1
 Vacancy in Office .....	1-3
Vending Concessions or Other Sales Controls .....	9-12
Vending Machine Commissions and/or Profits .....	9-12